



POSITION VACANCY

CIVIL/CRIMINAL DOCKET CLERK South Bend Division

Salary Range: \$30,870 - \$38,588 (CL-25)
(Starting salary, depending upon qualifications)

The United States District Court for the Northern District of Indiana is currently accepting applications for a Civil/Criminal Docket Clerk position in the Office of the Clerk, South Bend Division.

THE COURT

The United States District Court for the Northern District of Indiana covers 32 counties in the northern half of the State of Indiana. The district has four divisions: Fort Wayne, Hammond, Lafayette and South Bend.

The Court has five Article III judges and four magistrate judges and administers approximately 1,925 new civil and 330 new criminal cases each year. Assisting the Court in managing its caseload is the responsibility of the Clerk's Office. The Clerk's Office is staffed by approximately 40 deputies who perform a variety of functions.

The United States District Court falls within the Judicial Branch of the United States government and its employees are not civil service. However, staff of the Judicial Branch are eligible for civil service health, life and retirement benefits.

THE POSITION

The Civil/Criminal Docket Clerk position is located in the Robert A. Grant Courthouse in South Bend, Indiana. This is a 40-hour per week full-time position. Under the supervision of the Division Manager, the Civil/Criminal Docket Clerk makes entries of all documents and proceedings on the docket; assists in case management by ensuring all automated entries are appropriately linked; prepares and transmits notices, judgments and orders; informs parties when a judgment or appealable order is entered on the dockets; opens cases upon receipt of initiating documents; closes cases upon receipt of terminating documents; furnishes procedural information to the bar and public, and answers public telephones.

MINIMUM QUALIFICATIONS

The following are the minimum qualifications for appointment:

- 1) High school graduate with minimum of two years specialized experience which has provided progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. College credit may be substituted for some work experience.
- 2) Skill in use of automation systems required.
- 3) Ability to communicate information accurately and in a timely manner from individuals within and outside the court unit.
- 4) Must have a commitment to regular attendance, maintain a positive and pleasant attitude, work well in a team environment, have a high level of energy, and must deal tactfully and effectively with the bar and the public while maintaining a high quality standard of work.

THE SELECTION PROCESS

The best qualified applicants will be invited for a personal interview.

HOW TO APPLY

Submit a letter of application, resume, and salary history to:

PERSONNEL/CONFIDENTIAL

United States District Court

Northern District of Indiana

204 S. Main Street

South Bend, Indiana 46601

APPLICATION DEADLINE

Close of business February 14, 2003 or until filled

*This position is subject to mandatory Electronic Funds Transfer participation
for payment of net pay.*

The U.S. District Court is an Equal Opportunity Employer.